

# Department Micro Enterprise (ME) Usage Report Procedures

- I. Access the certification list at DBD's website  
[www.miamidade.gov/dbd/library/certify\\_Micro\\_by\\_nigp\\_code.pdf](http://www.miamidade.gov/dbd/library/certify_Micro_by_nigp_code.pdf). Click on the search icon to enter the applicable commodity code.
- II. Select at least 2 micro enterprises (ME) in the applicable commodity code if available.
- III. If firms are available solicit quotes.
- IV. If there are no available firms note in ADPICS notepad 9100 screen and records.
- V. If a ME is not the awardee, indicate justification using the following legend and note in ADPICS notepad/records:
  1. No Response from ME for that commodity code(s)
  2. ME is greater than 10% of a Non-ME
  3. Sole Source
  4. Bid Waiver
  5. Other
- VI. If a ME is the awardee, no action required.
- VII. DBD sends ME Usage report to department for review.
- VIII. Review the summary of usage indicated at the end of the ME Usage report.
- IX. If at least five percent is indicated further action is not required by your department.
- X. A less than five percent usage requires further action from your department. Please select a reason from the "Justification Legend" and enter in the column titled "Justification" where there is a "Y" indicated in the column titled "Micro E".
- XI. Return ME Usage report with justification to DBD by the 30<sup>th</sup> of the current month.